



Willow Bank Infant & Junior School



OFFICE & FINANCE SUPPORT ADMINISTRATOR

Job Description and Person Specification

Responsible to:

School Business Manager

Job Purpose:

To support the SBM and school staff in the smooth running of the school office with primary responsibility for finance administration (including processing orders, uploading invoices and liaising with central finance team) whilst actively developing positive, supportive relations with visitors, staff, pupils and their parents/carers.

Job Description:

Finance Administration	<ul style="list-style-type: none">• Process orders that have been approved by SBM/Head Teacher/Deputy Head.• Input invoices onto sage ensuring they have been approved and authorised as per school procedures.• Raise invoices for lettings as required• Complete monthly credit card journals• Ensure deliveries are received and checked off and inform relevant people of their arrival.• Respond to finance queries as necessary.• Liaise with central finance to set up suppliers/customers and new accounts as required.
Office	<ul style="list-style-type: none">• Be a key point of contact for visitors and telephone calls to the school; deal with and help to resolve their queries.• Support in the school office in the mornings, welcoming children and supporting them with coming in.• Support with registration process.• Support with inputting school meal orders and provide meal numbers to kitchen when needed.• Pass on messages to teachers as required.• Support with school events such as trips, sporting fixtures, photos, annual events.• Provide basic first-aid and support with children who become unwell at school, where required.
Miscellaneous	<ul style="list-style-type: none">• Comply with policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person.• Participate in training and development activities as required.• Additional duties as required by the Head Teacher, teachers and the school business manager.

Person Specification:

		Essential	Desirable
Knowledge/Qualifications	NVQ Level 2 Administration (or equivalent)		✓
	GCSE Maths and English (or equivalent)	✓	
	First Aid qualification		✓
	Sage experience		✓
	Arbor experience		✓
Skills/Abilities	Excellent written and verbal skills	✓	
	Good organisational skills with an ability to prioritise workload	✓	
	Able to identify needs quickly and deal effectively with queries	✓	
	Proficient IT user, in particular Word, Excel and Outlook	✓	
Experience	At least one year's experience in a similar environment		✓
Personal Qualities	Flexible approach to work	✓	
	A team player with a positive attitude	✓	
	Calm under pressure	✓	
	Tactful, diplomatic and empathetic	✓	
	Sense of humour		✓

Hours of Work:

Willow Bank Infant & Junior Schools require 15 hours of support each for the above role. We welcome applications to fill either the 15-hour positions or the 30-hour position as follows;

- Position 1) Junior School - 15 hours per week working Tuesday 8:30-12:45, Wednesday 8:30-3:30 (with an unpaid 30-minute lunch break), Thursday 8:30-12:45.
- Position 2) Infant School - 15 hours per week, days flexible for the right person.
- 30 hours per week working Monday – Friday 8:30 – 3:30pm working across both schools.

Grade/Salary:

- NJC Grade 3 (point 5) £25,583 (FTE) full-time equivalent per annum
- Actual Salary for 15 hours - £8,672 per annum
- Actual Salary for 30 hours – £17,344 per annum

Holiday Entitlement:

- This is a term-time only role for 190 days per year.
- The role attracts 20 days paid holiday (rising to 25 days after five years' continuous service), plus statutory bank holidays, which is reflected in your salary.
- There is no entitlement to holiday taken during term-time, unless by prior agreement in exceptional circumstances.
- Holiday entitlement and days worked will be pro rata based on hours worked.